



Miami-Dade County

Bidder/Supplier How To Use Forgot Password

Version 1.0

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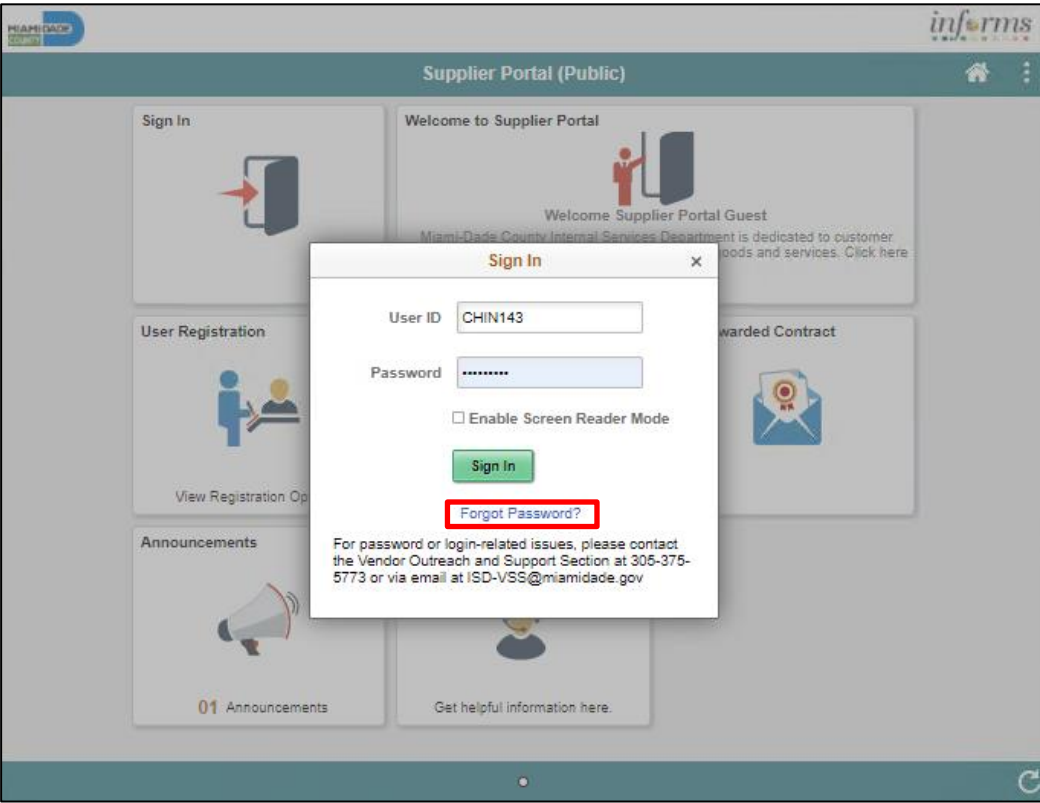
PURPOSE

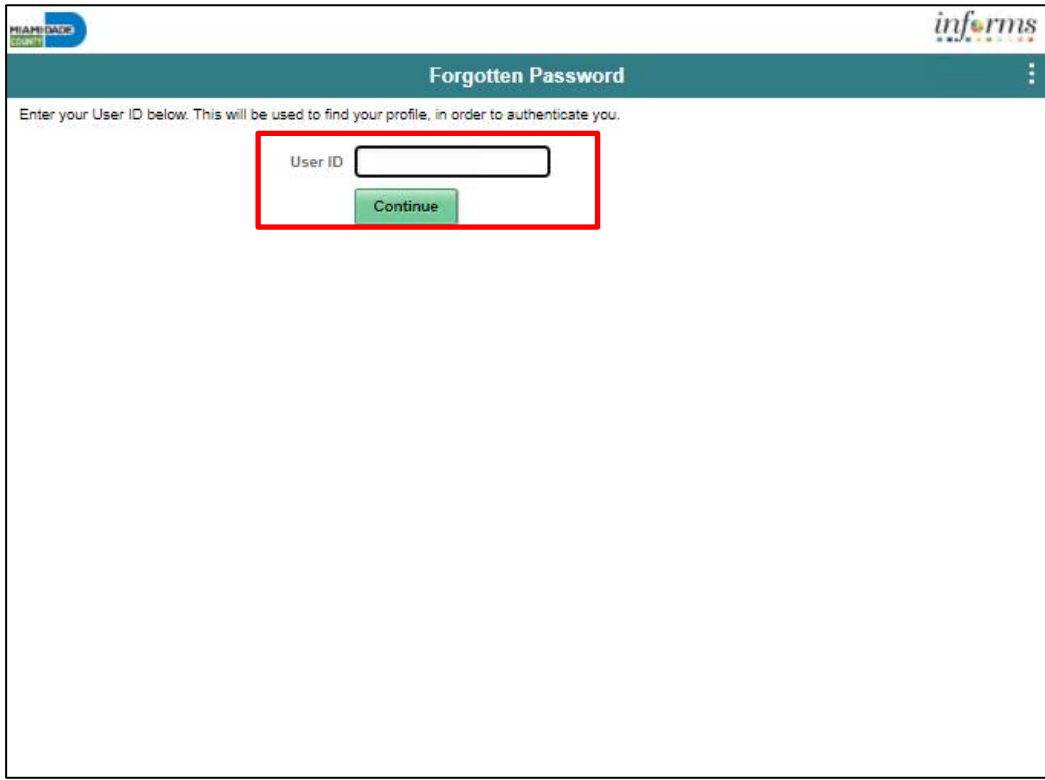
Purpose

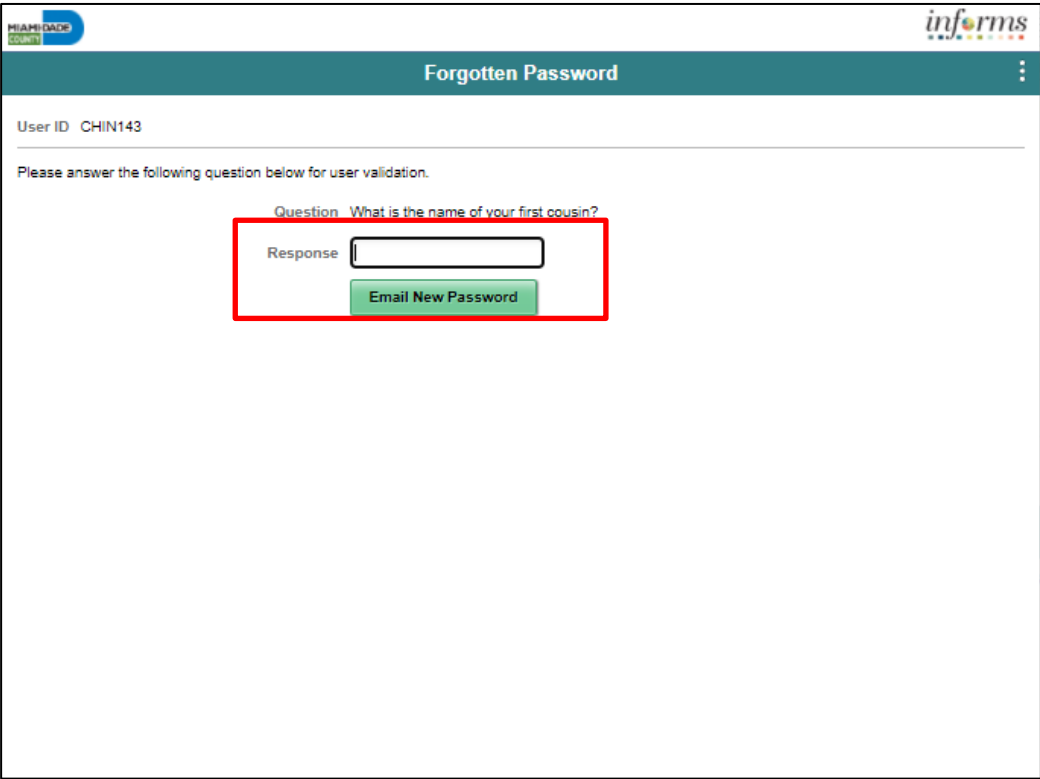
This document explains the key activities involved in bidders or suppliers using the forgot password. It provides step-by-step procedural guidance to perform the activity.

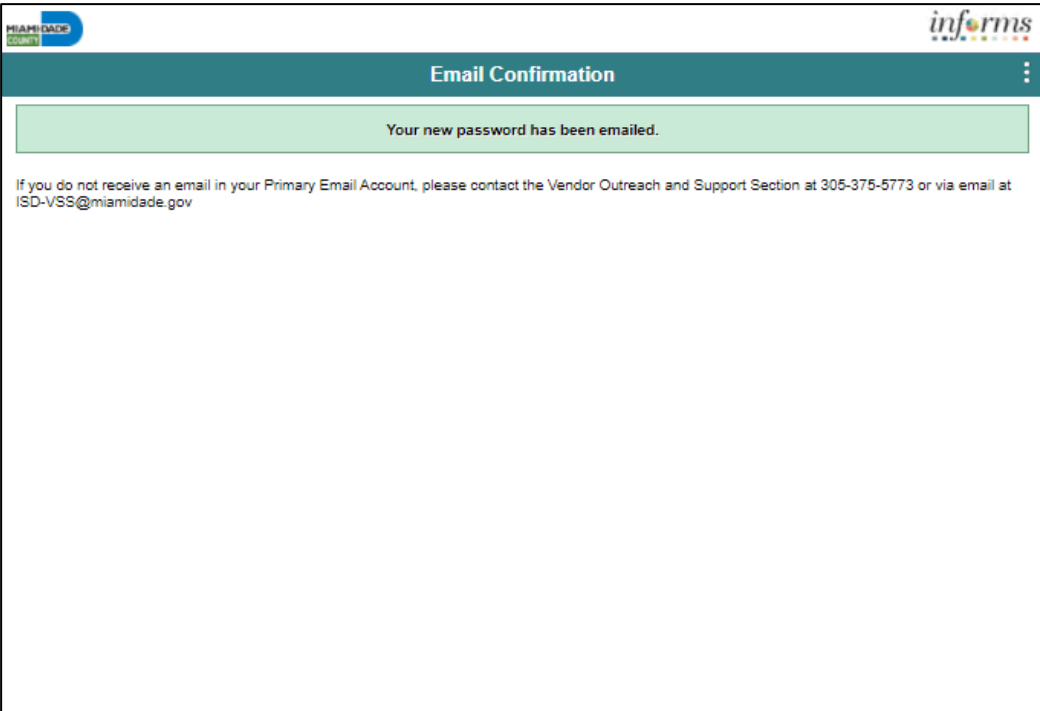
BIDDER/SUPPLIER HOW TO USE FORGOT PASSWORD

Step	Action
1.	<p>Select the Sign In tile.</p> 

Step	Action
2.	<p>Select the Forgot Password? link.</p> 

Step	Action
3.	<p data-bbox="365 325 695 401">Input the User ID. Select the Continue button.</p> <div data-bbox="365 405 1404 1180"></div>

Step	Action
4.	<p>Enter the correct response to the forgot password question. Select the Email New Password button.</p> <p>Note: The system will automatically change the response to all capital letters.</p> 

Step	Action
5.	<p data-bbox="370 327 1406 394">Note: If the incorrect answer is input, an email will be sent to reach out to Vendor Outreach & Support Section at (305) 375-5773, or email ISD-VSS@miamidade.gov</p> <div data-bbox="370 396 1406 1102"></div>

Step	Action
6.	<p>Example email with temporary password:</p> <p>Note: Be sure to copy and paste the temporary password upon logging in. The temporary password is case sensitive.</p> <div data-bbox="370 449 1406 1310" style="border: 1px solid black; padding: 10px;"> <p>Forgot Password</p> <hr/> <p>A request to reset the password for your account in the Miami-Dade County INFORMS eSupplier Portal has been made. Below please find the additional information required to access the eSupplier Portal.</p> <p>Temporary Password: wkiG{7kT Link to the eSupplier Portal: https://supplier.miamidade.gov</p> <p>To Reset Your Password, perform the following steps:</p> <ol style="list-style-type: none"> 1. Navigate to supplier.miamidade.gov 2. Click the Sign In Tile 3. Enter User ID and Temporary Password 4. Click the Sign In Button 5. Click the Menu Button in upper right-hand corner 6. Click the Navigator Button 7. Scroll Down to and click on Change My Password 8. Enter "Current Password" 9. Enter "New Password" 10. Enter "Confirm Password" 11. Click the Change Password Button <p>If you have any questions or concerns, please contact the Vendor Outreach & Support Section at (305) 375-5773, or email ISD-VSS@miamidade.gov.</p> <p>Regards,</p> <p>Vendor Outreach & Support Section Strategic Procurement Division Internal Services Department Miami-Dade County</p> </div>